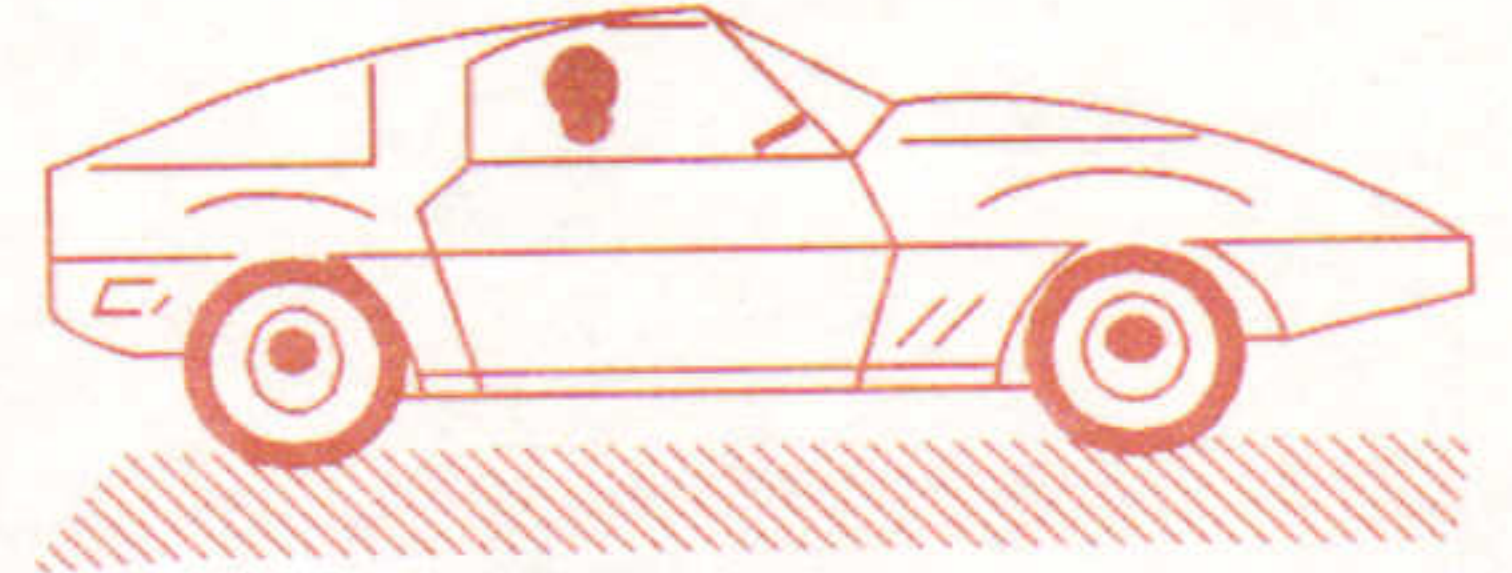
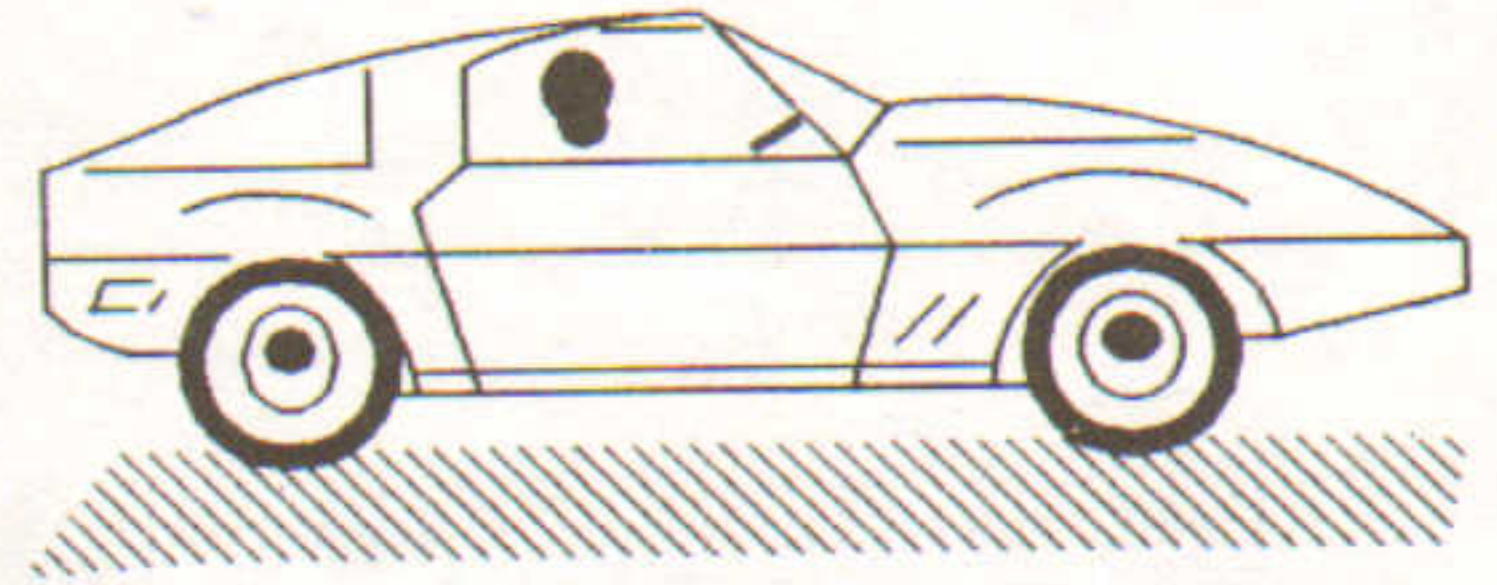


●● AUTO BODY ●●

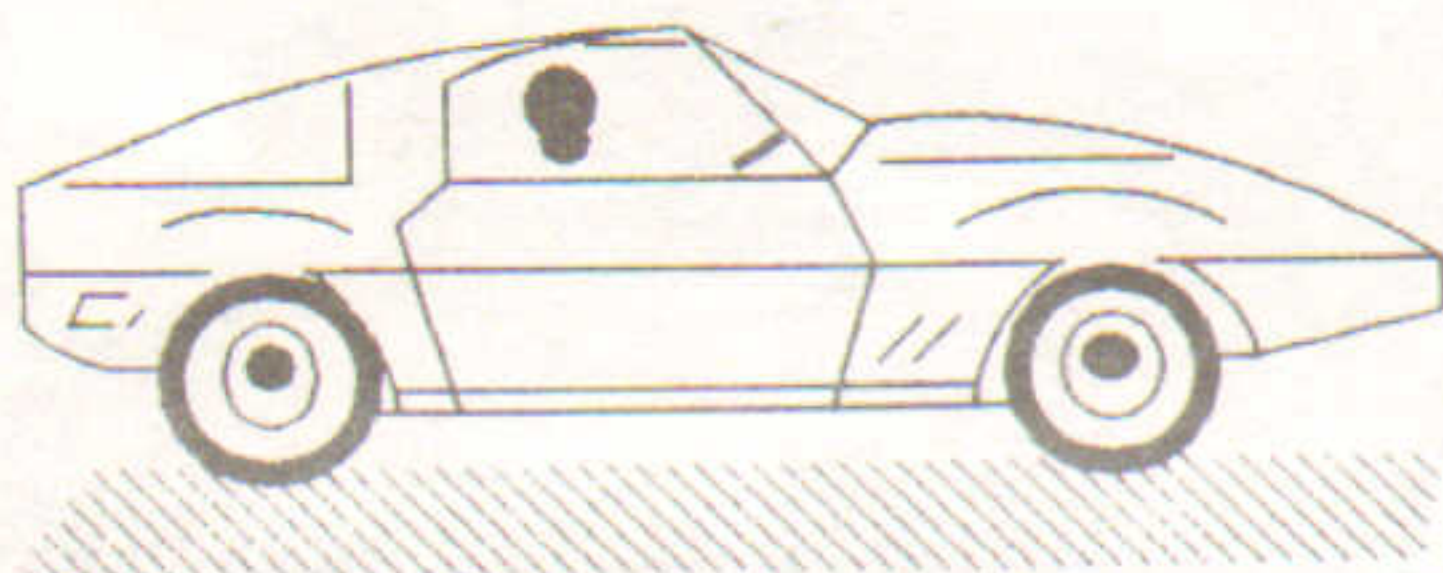
# TOWNSEND FORD MOVES AHEAD WITH CO-OP STUDENTS



Townsend Ford Co. of Tuscaloosa has thrown its hat into the co-op arena. Shelton's co-op auto body repair students are now gaining valuable work experience in one of Tuscaloosa's largest auto dealerships. Working under the instructions of Townsend's auto body repair managers and the college classroom instructors, co-op auto body students are able to gain a sense of the realities in the work world.

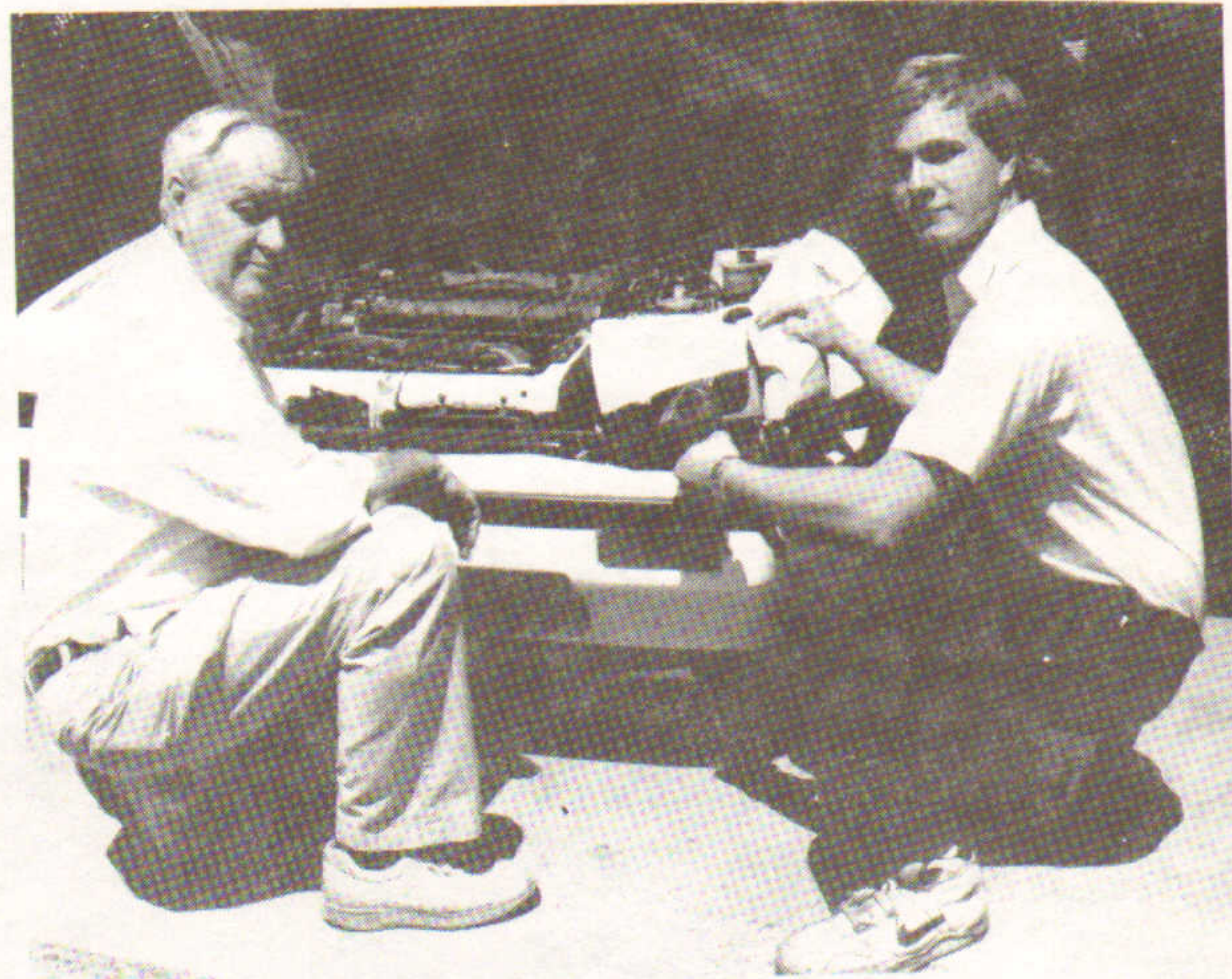
Auto body repair is one of the top occupations in the technical education field. Due to America's love affair with cars, and to the large number of cars on the highway, it is reasonable to assume that auto body repair will continue to be in great demand. Recognizing this fact, Townsend Ford is moving ahead by assisting in the training of future employees in this all important field.

Using co-op students can help any employer prepare for tomorrow's business.



*"Employers should participate  
in the training of  
America's future workers"*

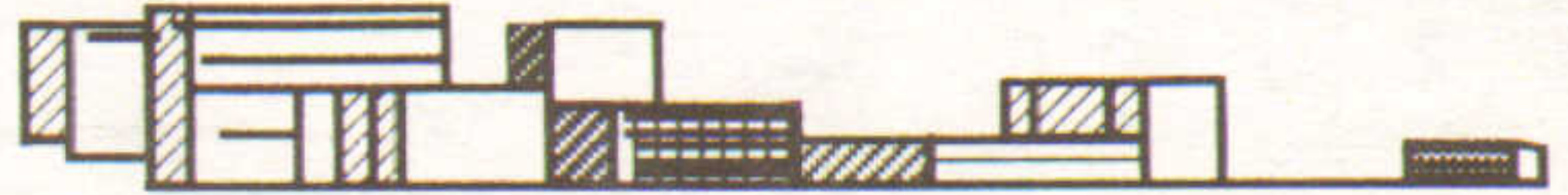
Leon Tucker  
Auto Body Repair Mgr.



L to R: Townsend's Auto Body Mgr., Leon Tucker demonstrate the finer points of auto repair work to co-op student Lance Hall



●● MASONRY ●●



## CORNERSTONE MASONRY CO. EMPLOYS CO-OP ●●●● STUDENTS ●●●●



*Fredd campus co-op students are busy building  
Greene County's new courthouse*

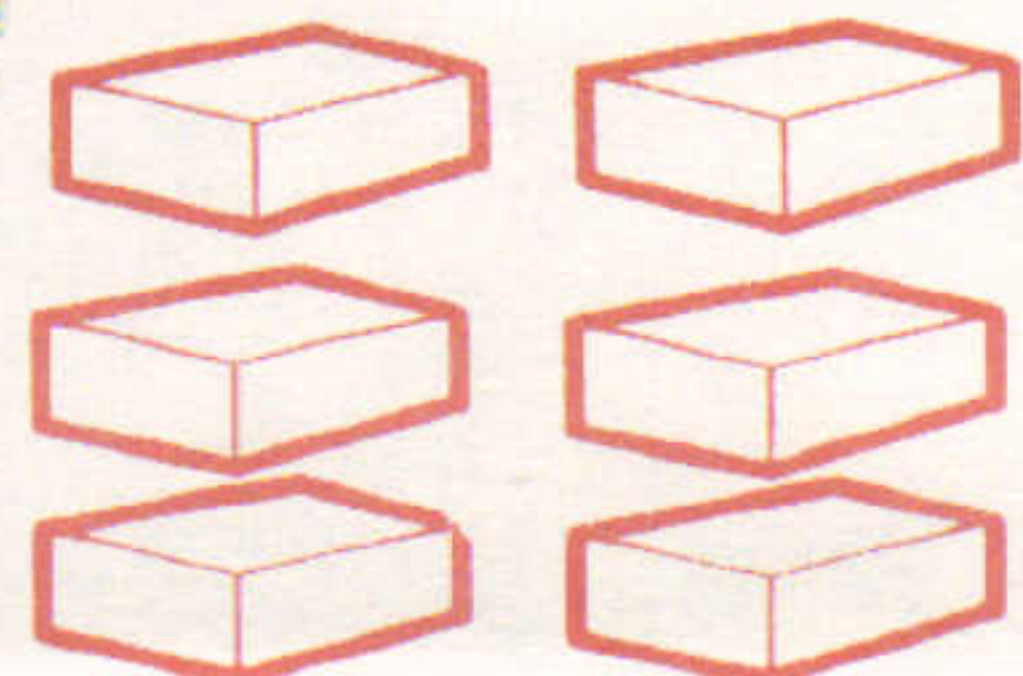


*When Cornerstone Masonry Company of Tuscaloosa received the bid to perform the masonry work on Greene County's new courthouse, the company owner, Victor Walker immediately created co-op slots for masonry students.*

*Mr. Walker, a former masonry student, recognizes the importance of students receiving practical work experience outside the classroom.*

*Co-op students working with Cornerstone are involved with the construction of the new 1.2 million dollar Greene County Courthouse building in Eutaw, Ala. The general contractor for the project is Campbell Construction Co. of Tuscaloosa.*

*Masonry students work on the parallel co-op program. This arrangement permits students to attend classes part of the day and work on their co-op jobs after classes.*



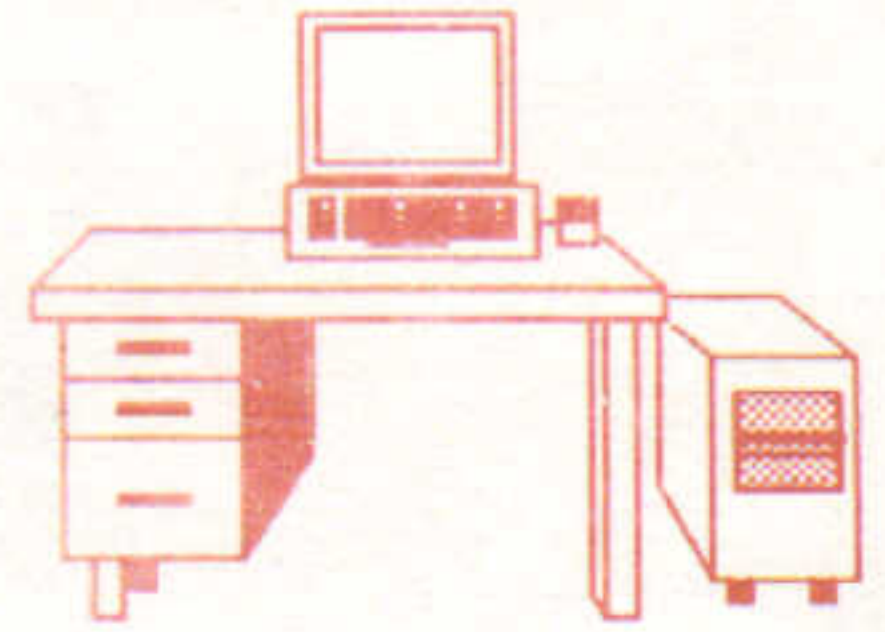


## Office Administration



## TYREE INSURANCE AGENCY BECOMES CO-OP EMPLOYER

*Insurance Co. creates opportunity for  
Office Administration students*

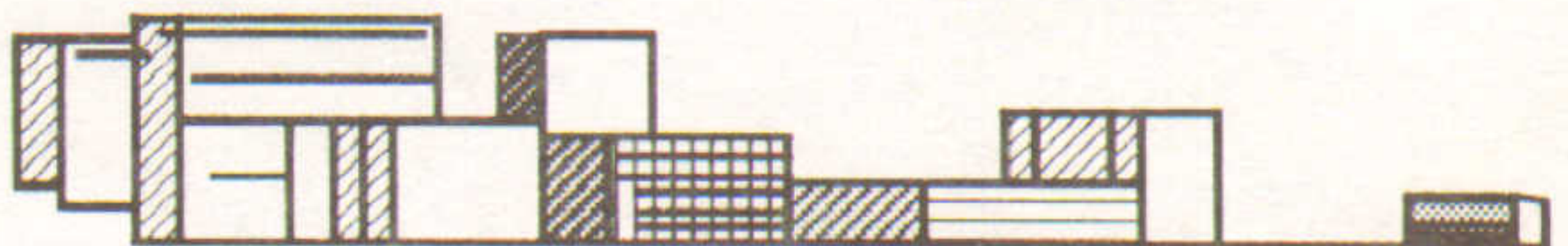


**Tyree Insurance Agency** of Tuscaloosa recently created a co-op employment opportunity by hiring Shelton's office administration co-op student Angela Jones. Ms. Jones provides secretarial services to E.C. Brasfield's Accountant Services, Matthews Accountant Services and Tyree Insurance Agency. She continues her studies on Shelton's Skyland Campus at night. Office Administration studies prepares a student for a variety of office related jobs. It is predicted to be in heavy demand well into the next century.

At the agency, Ms. Jones uses the latest in computer technology and record keeping systems to serve the company's clientele. Tyree Insurance is one of the top insurance agencies in the West Central Alabama area.



R to L: O.C. Tyree, owner of Tyree Insurance Co. gives instructions to co-op student Angela Jones of Shelton's Skyland campus



**ATTENTION !!**  
**Shelton State Community College Students**  
**DARE TO BE DIFFERENT**

*Become a co-op student*

**Contact the Cooperative Education Office**

**758 - 3361**

*( Fredd campus )*



A good idea



A good idea



• **INTERVIEWING TIPS** •

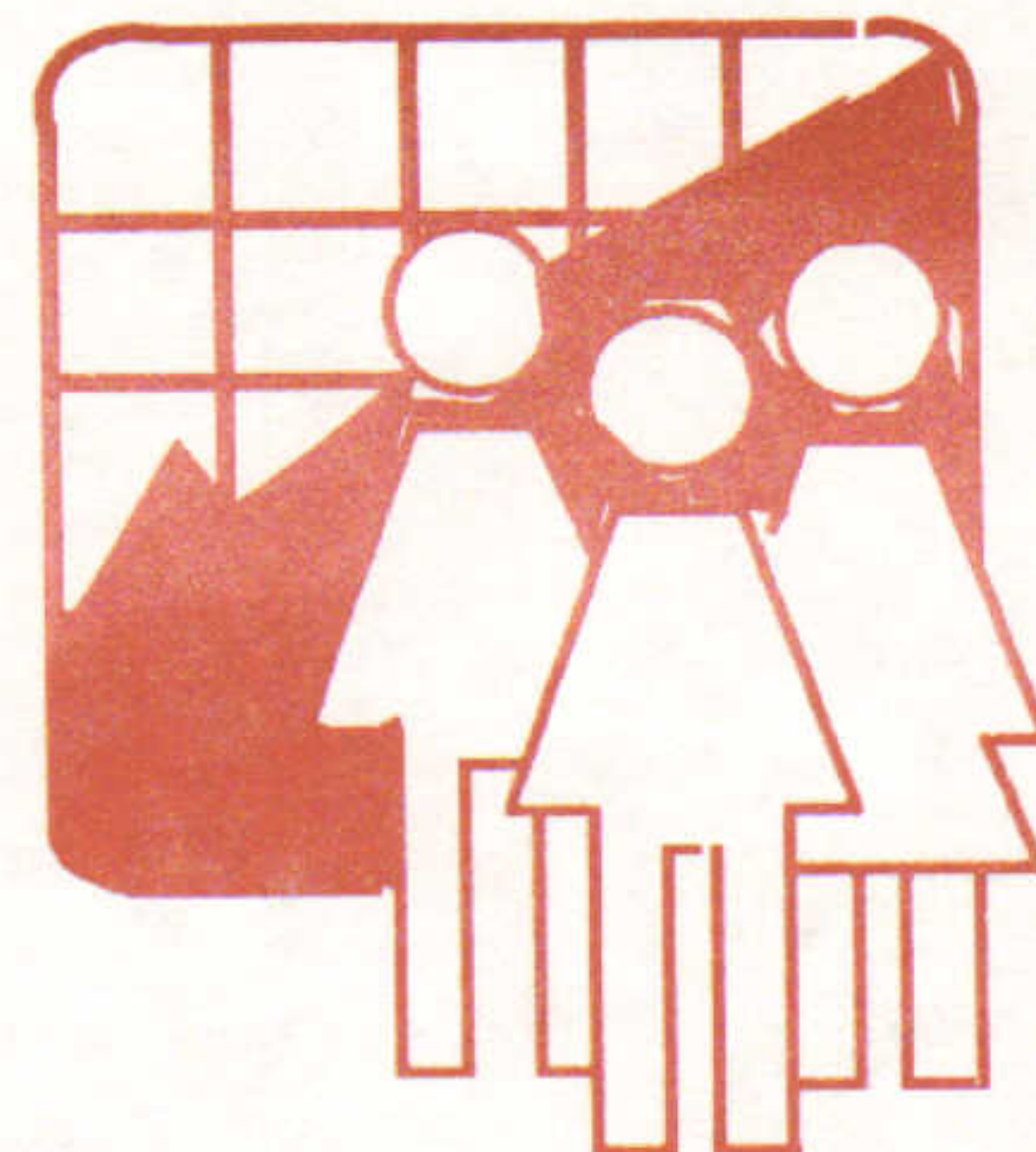


**\*\*\* Co-op Job Interviewing Tips \*\*\***

**HOW TO DRESS FOR THE JOB INTERVIEW**



1. Clothes should be neatly pressed so they have a crisp, clean appearance.
2. Avoid flashy colors.
3. Hair should be attractively styled.
4. Business clothes are always in good taste for men or women.
5. Perfume or cologne should be used in moderation.



**HOW TO CONDUCT YOURSELF IN THE INTERVIEW**

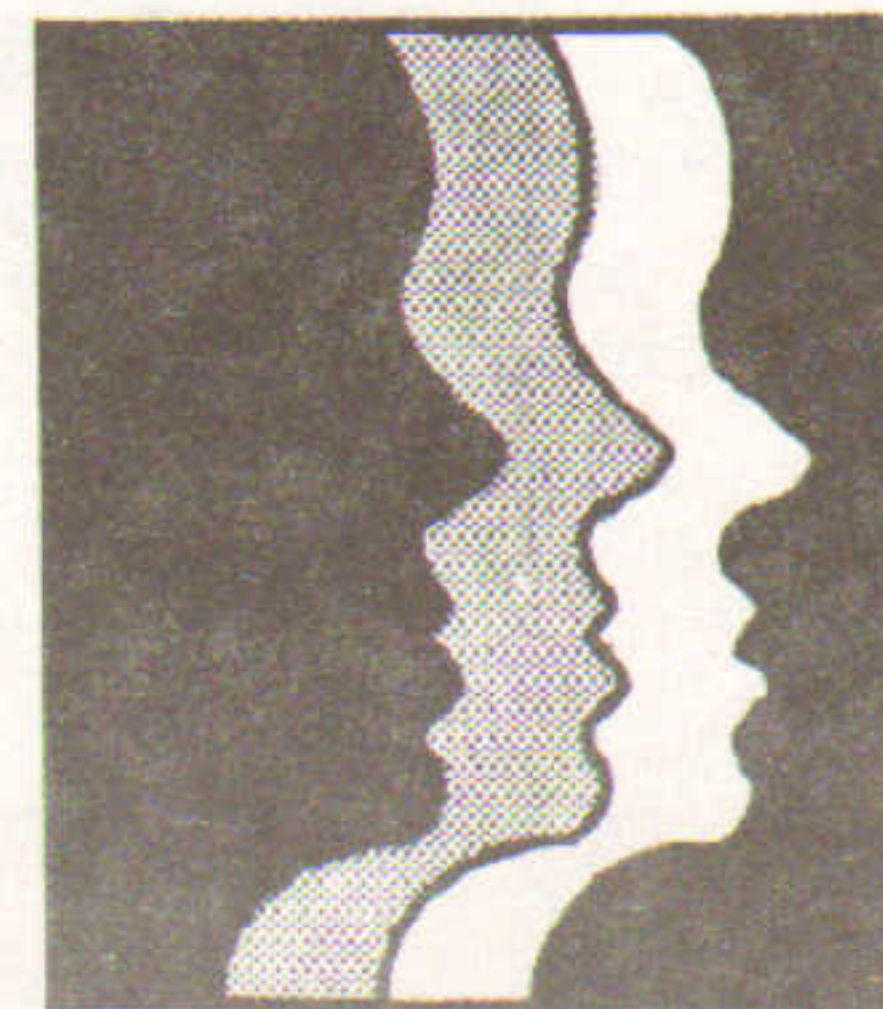


1. Smile and give name distinctly when greeting the interviewer.
2. Look directly at the interviewer when speaking, but don't stare.
3. Use a firm handshake, but do not crush the person's hand.
4. Speak in a positive manner.
5. Address the interviewer by his or her last name.

**Questions Most Often Asked During the Interview**



1. Tell me something about yourself? (panic time)
2. What do you consider your strong points to be?
3. What are your short and long term goals?
4. What salary do you expect?
5. Why do you want to work for this company?





## FOOD SERVICES STUDENTS ARE NOW CO-OPING



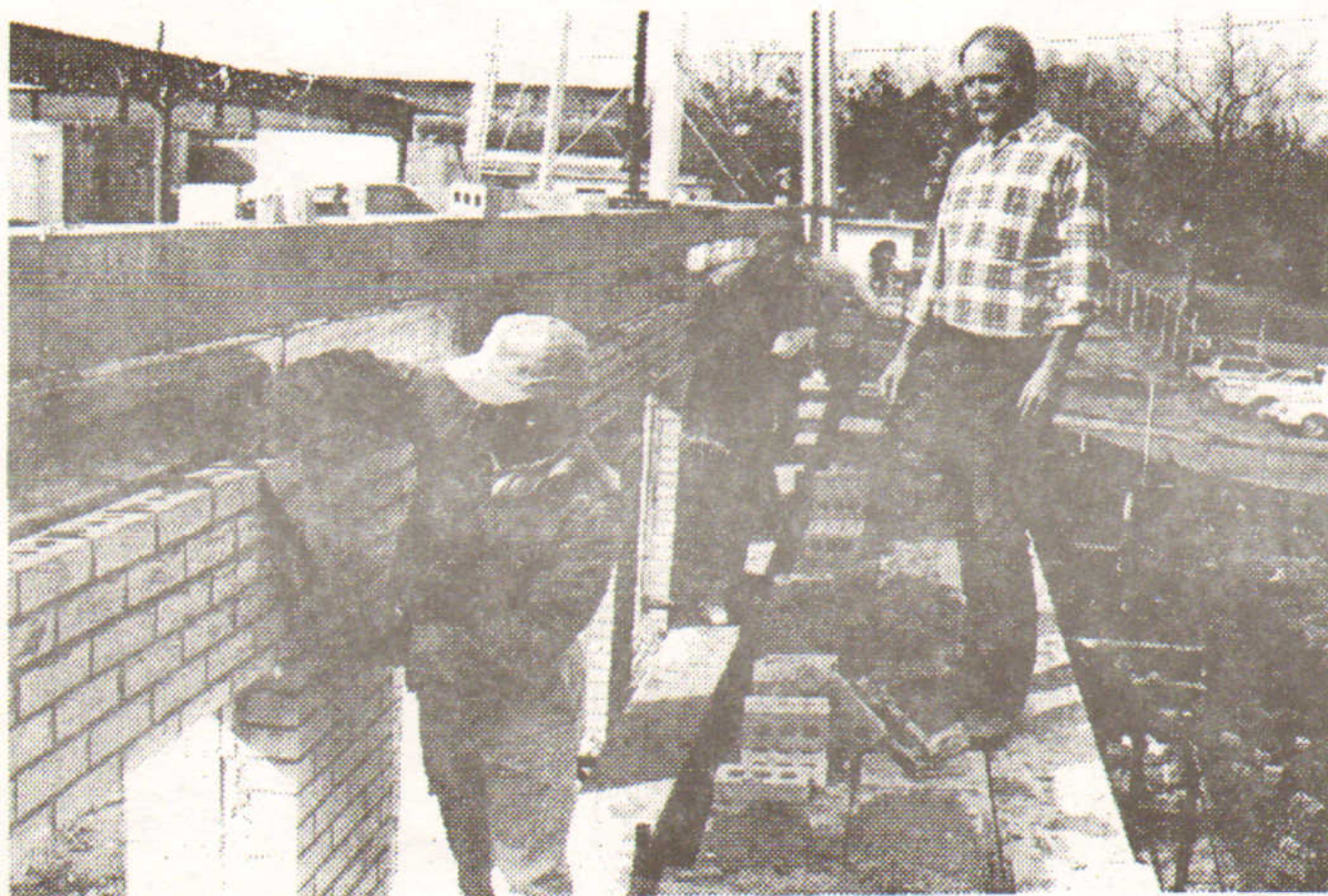
The preparation and serving of food has developed into one of the top professions in the world. At the Fredd State Campus of Shelton Community College, students studying Food Services can now receive practical work experience through the college's growing co-op program. Food Service instructor, Elizabeth Bailey, is encouraging her students to take full advantage of the co-op program as a means of gaining work experience in "real" situations, and as a way to earn income to help defray their educational expenses.

Shelton Community College, with its ever growing student body population, serves an average of 50,000 meals per year. Students co-oping in Food Services are in a unique position to sharpen their technical skills and enhance their people relation skills. This is another win-win situation!





***Employers  
Use Co-op Students  
And Watch  
Your Business Grow....***



## **SHELTON STATE COMMUNITY COLLEGE**

### **Fredd Campus Cooperative Education Program**

*Cooperative Education (co-op) is an instruction plan that allows students to combine periods of study with periods of meaningful, related work experience in business and industry.*

\*\*\*\*\*

*For More Information  
Write or Call :*